

To: Mannino, Pietro[Mannino.Pietro@epa.gov]
From: LaPoma, Jennifer
Sent: Wed 9/9/2015 4:45:36 PM
Subject: Tomorrow's meeting NCHGW OU1 PDI - just an update on logistics

Pete – I booked room 2034 for tomorrow's 9-11:30 meeting to go over the remainder of the NCHGW OU1 PDI work plan document. Scorca will be joining me and everyone else will connect through adobe connect and the conf line individually.

It's no problem if you prefer to participate from your desk (especially if you may need to step away for some other things). Your insight has been really valuable and is definitely going to save us time in the long run – I just want to be mindful about taking up large blocks of your time right before end of FY.

Thanks,
Jen